



# CITY OF LONG BEACH EMPLOYMENT OPPORTUNITY

**Administrative/Senior Administrative Intern**  
**\$10.33 to \$14.454 Per Hour (A)**  
**(20-25 hrs per week)**

**Department of Financial Management - Fleet Services Bureau**

## The Department

With an annual budget of over \$3.1 billion, and an investment portfolio of \$1.8 billion the employees of the Department of Financial Management must ensure timely and accurate financial reporting, full transparency and accountability, and absolute integrity in everything we do.

## The Fleet Services Bureau

As a Bureau within the Department of Financial Management, the Fleet Services Bureau manages the vehicles and equipment, fuel sites and towing operations used by various departments in the City of Long Beach.

## The Position

The Department of Financial Management is seeking one Administrative Intern to perform a variety of administrative duties related to the areas of fleet maintenance, usage and performance metrics.

## Example of Duties

- Review and compile fleet operational data for analysis and presentation.
- Review and compile fuel usage data for analysis and presentation.
- Review and compile revenue, performance, and volume data for analysis and presentation.
- Assist in budget analysis and presentation.
- Assist in the development of policies for effective use of the City vehicle fleet by City staff.
- Assist in the development of performance metrics for all divisions of the Fleet Services Bureau.

## APPLICATION PROCESS:

Interested applicants must submit a cover letter, a copy of their current transcripts (official or unofficial) and a copy of their current class schedule. Documents must be received **by 4:30 p.m. Friday, September 2, 2016 (or sooner depending on the applicant pool)**.

Applications with complete package can be filed at:  
<https://www.governmentjobs.com/careers/longbeach>

Incomplete packages will not be processed. The materials submitted will be thoroughly reviewed and the most qualified candidates will be invited to continue the selection process, which may include a writing exercise and an interview by a selection panel.

\* In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.

- (A) Salary appointment and operational title will be based on the experience, educational background and skills set of the selected individual among other considerations.
- (B) The City will be conducting an annual intern audit where interns will be required to submit current class schedules and transcripts (Official or unofficial).

## Minimum Requirements to Apply:

- Must be currently enrolled in an Associates of Arts degree program or college/ university students in their freshman, sophomore, junior or senior year (B)
- Ability to work independently with minimal direction
- Strong oral and written communication skills
- Excellent organizational skills, accuracy and attention to detail
- Strong interpersonal skills and judgment
- Ability to maintain effective working relationships at all levels;
- High proficiency in use of computers, including email, internet, and office productivity software (e.g. Microsoft Word and Excel).
- Familiarity with the basic office functions and equipment (printers, scanning)
- Ability and willingness to work on multiple projects concurrently under tight deadlines.

## The desirable qualifications are:

- Ability to produce graphs, charts and other visual indicators of metric data.
- Experience with database software.

## The ideal candidate will demonstrate:

- Education or experience in the areas of data analysis and the ability to organize and present information in easily understood formats

## An Equal Opportunity Employer

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired or if you would like to request this information in an alternative format, please call 48 hours prior to the interview at (562) 570-6060.